

## GREAT &amp; LITTLE WHELNETHAM PARISH COUNCIL

**Minutes** of Parish Council Meeting AGM held at Community Centre on 10<sup>th</sup> May 2017 at 7.30pm.

**Present**

Cllrs Peter Royce (Chairman) PR  
 June Attwood JA  
 Howard Singh HS  
 Stephen Smith SS  
 Clifford Dive CD  
 Tonie Armstrong TA  
 Terry Clements Borough Councillor TC  
 Karen Soons Count Council  
 Diane Everitt Parish Clerk DE  
 Others - 4 members of the public

Due to other commitments/meetings and having to leave Karen Soons, recently elected County Councillor briefly introduced herself to the Council.

**Questions**

TA asked re updates from Dove Homes Erskine Lodge development, this to be chased.

**1. Apologies for absence**

Tim Webber TW due to other commitments

**2. Election of Chairman.**

Peter Royce proposed by Howard Singh seconded by Tonie Armstrong, unanimously agreed.

**3. Election of Vice Chairman.**

Clifford Dive proposed by Howard Singh seconded by Steve Smith, unanimously agreed.

**4. Election of the Planning Sub-Committee.**

Decision made by all Councillors for planning applications to go out to all Councillors and comments back to Clerk to reply. Any issues around larger applications extraordinary meeting to be called.

**5. Election of the Transport Representatives.**

Stephen Smith proposed by Howard Singh seconded by Peter Royce, unanimously agreed.

**6. Public Forum.**

Raised in this section litter picking, TC advised that Police Cadets have helped several villages with this and said he would provide Clerk with link for details. No questions from the Public.

**7. Minutes from previous meeting.**

Minutes from meeting held 08<sup>th</sup> March 2017 agreed signed and any matters arising were discussed during the meeting.

Proposed Howard Singh Seconded June Attwood, unanimously agreed.

## 8. Members declaration of interest.

Howard Singh currently a member of SALC

## 9. Updates.

### 9.1 Planning

Erskine Lodge, updates being displayed at Hall and on notice board in the village, site open to the public Friday 2.30 to 4, when you can meet the site manager.

Fenton Farm DC/16/1268/FUL, now 10 properties down from 12, concerns with parking allocation, also on street parking, re flooding, as the bottom of Hambrook close already suffers when heavy rain. Also, to raise concerns that wooden fascia of houses will be out of keeping with the villages other properties. Parish Council to object with above concerns noted.

DC/17/0498/FUL -DC/17/0499/LB Replacements antennas and cabinets Rushbrooke Arms no concerns, now agreed.

DC/17/0666/FUL Stirling House change of use of farmland to domestic garden, no concerns.

DC/17/0570/HH Stanningfield Road first floor extension, no concerns

**9.2 Gt Whelnetham School and parking-** KP Head Teacher not at meeting. Recent Newsletters forwarded on to Councillors. Parking still an issue at the school. PR to distribute a booklet to parents re the Highway and Road Traffic Act with advice.

**9.3 Railway line** – Hog weed dealt with, and regular cuts being done. Compliments on how well the work is being completed. **Action: Clerk to do letter/email to Council of appreciation**

**9.4 Transport and VAS Speed signs** – VAS sign currently in Little Whelnetham. Question raised as to whether permanent signs should be put in, this not considered best option as people get use to them and they do not have the same effect as the mobile VAS, which is always being moved to various locations. The data from the VAS signs should be analysed and passed on to Suffolk Safe Cam.

**9.5 Housing** – Already discussed.

**9.6 Proposal to avoid double election costs** – Currently with NALC, and was raised at SALC AGM by HS on 14<sup>th</sup> November 2016. Suggestion made that next election we only pay one cost.

**9.7 Playground report/fence, playground equipment replacement seats and maintenance** – Area identified for expansion of the play area, TA to work with the Community Association, this is a long-term project which will need outside funding. Latest playground inspection report distributed to Councillors no issues.

**9.8 Improving Local Communities** – Update from TA, she will do 300 leaflets to cover both villages, PR to see before distribution. Details of what was discussed at meeting, and any relevant updates\issues, also what is due for discussion at future meetings. Contact details will be added for feedback or any concerns. TA will work closely with the Community Association.

**9.9 Membership update, co-option of additional Councillors** – None

**10. Correspondence –**

**Fresh Start-** carried forward from last meeting for update from TA. **Decision not to donate.**  
**Dial a Ride-** Action clerk to find out If available in local area, bring back to next meeting.  
**Headway –** asking to display information on notice boards and local magazines.  
**Action:** clerk to reply and ask for details to be displayed.

**11. For Consideration**

**11.1 Standing Orders and Financial orders for 17/18 and code of conduct- no changes from last year.**  
**For adoption.** To be added to agenda for July 2017 to give Councillors time to read.

**11.2 Councillor Training –** Money now available, **Action: clerk to contact with SALC to arrange some dates end of September, beginning of October.**

**11.3 Campaign for a cycle path from town to Sicklesmere –** SS has had reply and SCC who are not able to help, will need to look at other routes for funding/support.

**12. Finance**

**12.1 To appoint Ensor as internal auditor for the end of the year accounts for 2016/17 and receive internal audit report.** Proposed Howard Singh and seconded by Stephen Smith unanimously agreed.

**12.2 To receive and approve the end of year accounts for 2016/17 –** Error found in variance spreadsheet, **Action: clerk to contact Ensor’s to correct and then get signed by Chairman.**

**12.3 To approve the Councillors statement in the end of year accounts-** unanimously agreed

**12.4 To confirm BDO as external auditors for the year ending 31.07.17-** unanimously agreed

**12.5 To approve bi monthly statement and cheques to be issued-** clerks expenses £54.99, SALC subs £353.47 donation to Community Association towards curtains £1000. unanimously agreed

**12.6 Clerk update –** confirmation of post after probationary period, and pay increase of 12%. The level may appear sizable but this was because clerk’s salary had not been increased in recent years which meant that the salary paid until this point, fell well below expected average. Having made this increase, it is likely future increases may be in line with SALC recommendations and not as substantial as on this occasion. The clerk is also looking to undertake official Clerk qualification course when other commitments permit her to spend the required time to complete the course.

**13. AOB-** Discussion as to whether this should be on the agenda. It was decided yes as this would highlight issues for future agendas.

**Meeting finished 9.30pm**

**Next meeting 12<sup>th</sup> July 2017 at 7.30pm**

Signed Chairman .....

Date .....